

**POSITION DUTY STATEMENT**

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Staff Services Manager I	OFFICE/BRANCH/SECTION Administration / Budgets	
WORKING TITLE Assistant District Budget Manager	POSITION NUMBER 908-012-4800-XXX	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California’s economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

**GENERAL STATEMENT:**

Under the direction of the District Budget Manager, a Staff Services Manager II, this position is the working level administrator who serves as the Assistant District Budget Manager. Supervises staff responsible for managing and monitoring the Divisions' Operating Expenses for the District. Works very closely with the District Budget Manager in developing critical management reports.

Acts independently and accomplishes tasks through subordinate staff. Receives direction from the District Budget Manager on the most complex and critical matters. Utilizes the Enterprise Resource Planning Financial Infrastructure System (E-FIS) to process most work within the Unit.

**TYPICAL DUTIES:**

Percentage		Job Description
Essential (E)/Marginal (M) <sup>1</sup>		
50%	E	Provides direction to staff responsible for managing and monitoring various Divisions' Operating Expense allocations. Subordinate staff receive allocation at the beginning of each year, review all expenditure requests to ensure availability of funds and to confirm proper cost coding prior to approving all Operating Expense (OE) expenditures before funds are spent. Directs the staff who are responsible for tracking the expenditures and monitors the OE balance. Receives copies of Cal-Card bills from the Division's Cal-Card holders and reconciles them against approved expenditures and works with staff to resolve discrepancies. If additional resources are needed or unexpected expenses are incurred, the incumbent must notify the Division Chief and ensure additional funding is provided prior to authorizing expenditures. Provides direction to staff who prepare Operating Expense budgets for the Division.
20%	E	Provides direction to staff who process encumbrance documents for the Architectural & Engineering (A&E) consultant contracts. Additionally, oversees the submitted requests for encumbrances of Standard Agreements, Inter-Agency Agreements, Cooperative Agreements and Purchase Authority Purchase Orders (PAPOs) and all other legal documents in excess of \$2,000. Ensures staff that maintain the Budget Website update it with current information for the various tasks within the Budget Division.
20%	E	Acts as Cal-Card Liaison for District and ensures expenditures are processed within laws and rules of procurement using State Administration Manual, Department of General Services guidelines and Division of Procurement rules and laws utilizing the Acquisitions and Contract Manuals to ensure purchases are not prohibited. Assists in conflict resolution and acts as the liaison between HQ Procurement and the individual purchaser. Oversees staff in review and processing of out of state and bordering state travel to ensure compliance with various rules and regulations.
10%	E	Responsible for the staff who prepare and submit monthly reports for program management ensuring staff properly evaluate, reconcile and audit monthly, quarterly and annual expenditure reports; interpret data and develop various functional reports such as staffing plans, operating expense reports, etc. that are provided to management to proactively manage Program funds.

<sup>1</sup>ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.  
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

**SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS**  
Supervises three Associate Governmental Program Analysts

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### KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

Must have a comprehensive knowledge of the Department's entire budget development analysis and control process, including the State and Federal laws on which it is based. Must have a good understanding of the Program/Division relationships, Work Plan development process (support Budget) and understanding of the laws and rules governing the use of borrowed and temporary personnel, a basic knowledge of E-FIS capabilities and an understanding of the Accounting reports available through the Enterprise Financial Institution System (E-FIS); the ability to conduct studies and analyze data in a manner that provides District management the guidance needed for proper Program/Division control. Must be able to develop charts and graphs, which clearly display information.

Must be able to communicate effectively, both orally and in writing. Open communication must be maintained with all the District management and staff as well as Headquarters and other District liaisons. Correspondence with the District and to Headquarters must be handled on a continuous basis. Must be able to gain and maintain cooperative working relationships with all levels of contact.

Must be able to recognize potential problems, either personnel, financial, or scheduling that are project related, and initiate or make recommendations for corrective measures.

Must be able to identify and analyze budget issues related to project development, changing legislation, departmental policies, personnel needs and program requirements; to evaluate and consider all these factors and their impact on the District's Capital program, and effectively develop action to react to these changes. Must be able to represent the District effectively in a variety of complex and sensitive environments related to resource management.

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### RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

As a maximum, errors in judgment could result in placing the District in violations of constitutional and statutory constraints on the use of highway user, taxes or other revenues and appropriations.

As a minimum, any error in development of support requirements could result in the District being placed in a situation of not being able to deliver its approved Project Delivery Program, or could cause a large expenditure of personnel and financial resources.

As a focal point for functional input, to and from management, a breakdown in internal communication would greatly hamper management's ability to respond to the District's needs.

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### PUBLIC AND INTERNAL CONTACTS

Daily contact with the District Director, Deputy District Directors, Branch Chiefs, and project Engineers. Frequent contacts are made with Headquarters Division Chiefs, Branch Chiefs, Program Managers, and Budget Liaison Analysts on matters relative to project approval, budget adjustments, and program direction.

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### PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

Physical: Employees may be required to sit for long periods of time using a keyboard and video display terminal. Employees may be required to move large or cumbersome reports from one location to another. Ability to work on a keyboard; manual dexterity, sitting for long periods; develop and maintain cooperative relationships; ability to focus for long periods of time.

Mental: Must grasp essence of new information and master new technical and business knowledge. Must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Must be able to organize and prioritize large volumes of varied documents. Employees must be able to concentrate in order to review and create documents and meet deadlines at times.

Emotional: Creates and sustains an organizational culture which encourages others to provide the quality of service essential to high performance.

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### WORK ENVIRONMENT

While at their base of operations, employees will work in a climate-controlled office under artificial light. However, due to

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periodic problems with the heating and air conditioning, the building temperatures may fluctuate.

Overtime may be required, and vacations may be restricted, during peak time and fiscal year-end closing.

While we expect and promote internal transfers within the Division, for personal and professional development, we encourage staff to stay in their positions long enough to develop some expertise before transferring.

I have read and understand the duties listed above and can perform them with/without reasonable accommodation. (If you believe you may require reasonable accommodation, please discuss this with the hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

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EMPLOYEE (Print)

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EMPLOYEE (Signature)

DATE

I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

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SUPERVISOR (Print)

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SUPERVISOR (Signature)

DATE